

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 20 November 2019

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**Country:** Thailand

**Description of the assignment:** Research and Writing Consultant

**Duty Station:** Home- based with no travels

**Project name:** UNOSSC

**Period of assignment/services (if applicable):** 23 December 2019- 21 February 2020 (a maximum of 48 working days).

To apply for this position, please click the link below:

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=88757](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=88757)

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### 1. BACKGROUND

There is a growing recognition that the broad framework of South-South cooperation has bolstered collaboration among the countries of the global South in political, economic, social, cultural, environmental and technological fields. The last decade ushered in the growing prominence of South-South cooperation in international cooperation, contributing to the achievements of the Millennium Development Goals (MDGs) and recovery after the global financial crisis.

As a result of its transformative role in alleviating poverty, accelerating inclusive growth and shared prosperity, South-South cooperation and triangular cooperation are increasingly being integrated into the national development plans and cooperation frameworks by national governments and regional organisations. South-South cooperation is an indispensable tool towards the attainment of the Sustainable Development Goals (SDGs) and other national and international development priorities.

Building on their successes in reducing extreme poverty by half well ahead of the 2015 MDGs deadline, countries of the Asia and Pacific region have made great strides in anchoring the SDGs at the core of their development agendas. Many have developed unique approaches towards achieving the SDGs and have become leading advocates and sources for knowledge, financing, technologies and technical assistance for South-South cooperation for development. Similarly, some African countries have likewise developed policies, frameworks and means to track progress.

## **2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

### **Objective**

Already five years have expired on the journey to achieve sustainable development in 2030. A synthesis of strategies, priorities and institutional arrangements for the implementation of the 2030 Agenda of selected Asia Pacific countries will enable the strengthening of South-South Cooperation and contribute to the growing body of knowledge on SDGs. By mapping out policies, action plans, institutional frameworks, financing and monitoring instruments for the implementation of SDGs in selected countries, this paper will provide a valuable resource for South-South knowledge sharing and a basis for future inter-regional South-South collaborations for poverty eradication particularly with African countries.

### **Scope of Work**

Under the overall supervision of the UNOSSC Regional Coordinator for Asia and the Pacific, the incumbent will be responsible for the conceptualization and drafting of the paper.

The main activities expected to be implemented during the assignment:

- 1) Review countries that achieved the MDGs successfully and select a number of countries in Asia for study.
- 2) Conduct evidence-based and policy-oriented research on the SDG priorities, strategies and institutional arrangements of selected Asia Pacific countries that may include Bangladesh, Republic of China, India, Indonesia and Singapore.
- 3) Identify best practices of innovative programmes and mechanisms proven effective for poverty eradication;
- 4) Examine and provide analysis of tools and mechanisms used for knowledge sharing;
- 5) Design infographics and other communication products on the South-South cooperation profiles of the selected countries.

### **Methodology**

- 1) Conduct secondary research including desk reviews of available literature on the SDGs priorities of selected countries;
- 2) Review relevant materials and events info, including legislation and statistics from national and other reliable sources;
- 3) Review and analyze national expenditures on development cooperation in the selected countries;
- 4) Interview government officials, staff of international organizations, academia, etc. (based on the list agreed with UNOSSC and Country Teams).

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

**Education:**

- ) Master or comparable University degree in development, economics, political science, international relations or law

**Experience:**

- ) At least 7 years of progressively responsible practitioner or research experience in one of the following areas:
  - ) Development cooperation
  - ) International relations
  - ) South-South cooperation
  - ) Advocacy and policy advice
  - ) Other relevant areas.
- ) Working experience in preparing relevant studies or policy advice reports is an asset
- ) Working experience with South-South Cooperation approaches is an asset.
- ) Knowledge and experience in the use of standard office software (e.g. word processing, spreadsheets); as well as dedicated social networking tools.

**Language:**

- ) Fluency in spoken and written English.

**Corporate Competencies:**

- Ñ Professionalism – Shows pride in work and achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Ñ Teamwork – Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.
- Ñ Communication - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and respond appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience, demonstrates openness in sharing information and keeping people informed.
- Ñ Client Orientation – Considers all those to whom services are provided to be “clients” and seeks to see things from the clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- Ñ Technological awareness – keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; activity seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
- Ñ Demonstrated ability to assess, plan, coordinate and monitor related activities.

#### 4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Contract Duration:** 23 December 2019 – 21 February 2020 (a maximum of 48 working days)  
**Duty Station:** home- based with no travel.

#### 5. FINAL PRODUCTS

|    | Expected outputs   | Review and approvals required from | Deliverables date |
|----|--|------------------------------------|-------------------|
| 1. | Outline and First progress report including selection of countries | Regional Coordinator               | 3 January 2019    |
| 2. | Second progress report initial 2 country profiles:                 | Regional Coordinator               | 27 January, 2020  |
| 3. | Second progress report: with additional 3 countries                | Regional Coordinator               | 10 January, 2020  |
| 4. | Make final revisions and submit document                           | Regional Coordinator               | 21 February, 2020 |

#### 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The assignment will be managed by Regional Coordinator, SS Cooperation or other persons delegated by Regional Coordinator, SS Cooperation. UNOSSC will review the quality of the services provided by the contractor and the contractor will systematically respond to feedback provided in writing as requested.

#### 7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- a) **Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

**Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.**

## **8. FINANCIAL PROPOSAL**

### **Price Proposal and Schedule of Payments:**

**The contract will be based on Lump Sum Amount.** The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- ) Deliverable1- Outline and First progress report: 20% of total contract amount
- ) Deliverable 2- Second progress report: 20% of total contract amount
- ) Deliverable 3- Second progress report: 30% of total contract amount
- ) Deliverable- 4 Final draft: 30% of total contract amount

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent.

## **9. EVALUATION METHOD AND CRITERIA**

Individual consultants will be evaluated based on the following methodology;

### **Cumulative analysis**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) \*and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced qualified proposal received by UNDP for the assignment.

- ) Only those applications which are responsive and compliant will be evaluated;
- ) The financial proposal shall specify a lump sum fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);

### **Technical Criteria for Evaluation (Maximum 100 points)**

- ) Criteria 1: Relevant education - Max 15 points;

- ) Criteria 2: Experience in development issues and projects and possession of knowledge relating to South-South Cooperation - Max 20oints;
- ) Criteria 3: Experience in research, writing, communication, and developing communication products - Max 20 points;
- ) Criteria 4: Experience in publication research and design and partnership with United Nations system international organization and national governments in developing countries - Max 25 points.
- ) Criteria 5: Fluency in English language with excellent written skills required – Max 20 points

Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for Financial Evaluation.